

# THE PEN

*Book your Function*

**AT THE PEN**

CORPORATE EVENTS | BIRTHDAYS | WEDDINGS | ENGAGEMENTS | CHRISTMAS PARTIES



**CALL THE PEN** (08) 9534 9899 | **OR EMAIL** [functions@thepenmandurah.com.au](mailto:functions@thepenmandurah.com.au)



## Grazing Boards

SERVES 10 TO 15 PEOPLE

Cured meats, cornichons, condiments, toasted ciabatta (GFO)	200
Premium cheese board, lavosh, muscatels, fruit, walnuts (V, GFO)	200
Pens favourite selection - A mixture of favourite nibbles from our classic platters - suited to smaller groups	175

## Substantial

PRICE PER SERVE

Steamed dumplings, cucumber, coriander, peanut salad	9
Crispy soy & sesame chicken bao, coriander, mint, kewpie	5
Mini fish & chips, lemon tartare (GFO)	8
Pumpkin, grilled haloumi, rocket salad (V)	5
Mini beef brioche slider	5
Pulled pork brioche slider, mustard slaw	5

## Paella Party

PRICE PER GUEST MIN. 40 GUESTS

Treat your guests to a traditional paella cooked by your own personal chef in your function area.

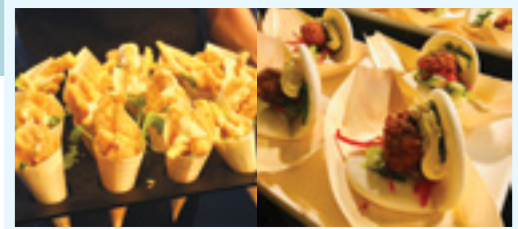
Chicken & chorizo (GF)	20
Seafood & chorizo (GF)	22
Salads & sides	10



## Classic Platters

20 PIECES ON EACH

Tomato, caramelized onion, pumpkin & goat cheese tartlets (V)	55
Bacon, parmesan, spring onion tartlets, house made spicy BBQ sauce	65
Crispy fried squid, chilli salt, jalapeno mayo	60
Mini bruschetta, tomato, basil, mozzarella (V, GFO)	55
Arancini seasonal variety, please ask for current flavour	55
Sweet corn & cheese croquettes, aioli (V)	55
House made beef & cheese sausage rolls, spicy tomato sauce	60
Peanut crumble chicken skewers, satay (GF)	65
Lamb kofta, braised red cabbage, pine nut salsa, tzatziki	65



## Premium

PRICE PER PIECE

Beef tartar, parmesan crisp, cornichon, croute	5
Chickpea battered prawns, salsa, aioli	5
Natural oysters	3
Bloody Mary oyster shots, celery (GF)	5
Abrolhos Island scallops, beetroot vinaigrette, jalapeno (GF)	6



## Something Sweet

Sweeten Me Up Grazer	150
Iced Donut Wall	50 HIRE + 2.00 PD
Lolly Station	65
Fruit Platter	45



## Something Extra

### BEVERAGE STAFF IN YOUR AREA

1 Hour Set Up Charged + \$40 PER HOUR

### WHITE LINEN

Extra Linen \$5 PER PIECE

### PHOTO BOOTH

Adept Photo Booths  
(flower & walls photography) Colin: 0408 899 834

### FLORIST

Peel Flower House 08 95810 5573

### MANDURAH MERMAIDS

Anita Baily 0417 998 069

### CAKE MAKER

Sweet Cakes By Amanda 0437 485 550

### AUDIO VISUAL

Mandurah PA hire 08 9582 0154



# Restaurant Set Menu

**FOR GROUPS OF 14 OR MORE**

2 COURSE \$52 | 3 COURSE \$62

Subject to seasonal changes

## **ENTRÉE**

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Cured meats, olives, onion jam, ciabatta (GFO)

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Lemon salted squid, chilli, ice burg, pickled cucumber, coriander, fried shallot, peanuts, noug jam

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Arancini seasonal variety, please ask your wait staff for current flavour

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## **MAIN**

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Crispy skin chicken breast, eggplant puree, parsnip, jamon (GF)

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Sirloin (300gm, cooked medium) hand cut chips, salsa verde, jus, café de paris butter (GF)

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Grilled salmon, soba noodles, shaved sweet potato, coconut, peanuts, coriander

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## **DESSERT**

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Coffee & walnut semi freddo

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Honey cake, buttered macadamia ice cream

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## **ADD SOMETHING SPECIAL**

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Sides for the table to accompany main course  
Seasonal vegetables \$3pp

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Premium cheese selection \$5pp

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# Christmas Set Menu

## FOR GROUPS OF 14 OR MORE

2 COURSE \$62 | 3 COURSE \$72

Includes glass of sparkling on arrival & festive crackers

### ENTRÉE

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Cured meats, olives, onion jam, ciabatta (GFO)

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Lemon salted squid, chilli, ice burg, pickled cucumber, coriander, fried shallot, peanuts, nouc jam

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Arancini seasonal variety, please ask your wait staff for current flavour

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### MAIN

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Crispy skin chicken breast, eggplant puree, parsnip, jamon (GF)

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Sirloin (300gm, cooked medium) hand cut chips, salsa verde, jus, café de paris butter (GF)

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Grilled salmon, soba noodles, shaved sweet potato, coconut, peanuts, coriander

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### DESSERT

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Christmas pudding, whiskey butterscotch, pecan ice-cream

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Coffee & walnut semi freddo

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### ADD SOMETHING SPECIAL

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Sides for the table to accompany main course  
Seasonal vegetables \$3pp

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Premium cheese selection \$5pp

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# Beverage Packages on Consumption



## CLASSIC RANGE \$10 & UNDER

Includes all beers & cider on tap served in schooners

Regular sized glasses of non premium wines

Full access to the beverages by bottle or can

House spirits & mixer

\$10 Cocktail list for Friday events up to 10pm

## PREMIUM RANGE \$10 & OVER

Includes all beers & cider on tap served in pints

Large sized glasses of all premium wines by the glass

Full access to the beverages by bottle or can

Top shelf spirits

Cocktails

# Beverage Packages

**3 HOUR PACKAGES TO SUIT YOUR BUDGET  
FOR EVENTS OVER 30 GUESTS**

## SILVER \$52 PER GUEST

Includes domestic tap beer & cider by the schooner

Selected wines, sparkling & soft drink

## GOLD \$62 PER GUEST

Domestic & premium tap beer & cider by the schooner

Selected wines, sparkling, base spirits & soft drink



# FUNCTIONS & EVENTS TERMS AND CONDITIONS

## **MINIMUM SPEND**

We do not require a venue hire fee. However all events must include a \$20 per head minimum food spend as part of the venues commitment to guests total satisfaction and memorable experiences.

## **NUMBER OF GUESTS**

Estimated numbers of guests are required no later than 2 weeks prior to your event. Final numbers are to be stipulated no less than 1 week prior to your event. If your final guest numbers fall below the minimum number required to reserve an area The Pen reserved the right to move your event to an alternate area in the venue to make the most of our function spaces.

## **ARRIVAL TIME**

Arrival times are a pre determined time of guest arrival. The areas reserved, will be set and ready for the organisers to have access 30 minutes before the guest arrival time to allow for decorations and guest set up.

## **PRICING**

All pricing is inclusive of GST. A 10% surcharge applies on public holidays

## **DIETARY / MENU CHANGES**

Menu ingredient and item changes may occur from time of booking, to time of event, due to seasonal impact on raw ingredients. Should menu items change, The Pen will advise the guest of any changes no less than 1 week prior to the event.

Dietary menu changes are available, however will incur additional cost on certain items, based on additional products being sourced to meet these needs.

Clients are recommended that dietary needs are confirmed with their guests as early as possible during the booking process and The Pen is notified no later than 48 hours prior to an event, if changes to menu items need to be made.

## **PAYMENT**

All food orders are to be paid in full no later than 2 week prior to the event, unless arrangements have been made with management.

## **19TH – 21ST BIRTHDAY PARTIES**

All birthday parties between 19-21 years will be required to pay venue hire bond of \$500 which is refunded after your event.

(The client shall be liable for any damages sustained to The Pen premises, furniture, equipment, or persons caused by the client and guests or any other person associated with event. Payment for damage to premises, furniture or persons will be compensated by the client / company within 15 days of damage occurrence).

Additional to this, \$50 per hour will be charged for a security guard at your event from stated start time to close.

## **CONFIRMATION & DEPOSIT**

All event reservations must be accompanied by a \$100 deposit which can be used against your total food spend. The Pen will not hold tentative bookings.

## **SET MENUS**

For all set menu bookings – numbers attending your function must be confirmed with The Pen no later than 24 hours prior to the event. This will represent the minimum number of guests you will be charged for.

## **DECORATION & CAKES**

You are welcome to decorate your function space with balloons / signage and table decoration as you wish, we only ask that no glitter and confetti style decoration be used.

Cakes are welcome for you event and no “cakeage” is charged. We will supply you with cutlery plates and a cake knife for you to serve to your guests.

## **CANCELLATION**

All cancellations must be made in writing or via email to functions@thepenmandurah.com.au before 14 days of the event for a full refund of your deposit. Cancellations within 14 days will forfeit the deposit unless otherwise specified by management based on unique occurrences. Events cancelled by the booking party, less than 96 hours before the event, will result a total loss in funds.

## **LIABILITY**

The person named as the client/company shall be solely responsible for the final account payment resulting from the agreed reservation.

## **UNFORESEEN CIRCUMSTANCES**

In the case of an unforeseen circumstance for example, but not limited to: power failure, plant equipment failure, building defects, fire, emergency situations, The venue reserves the right to cancel the event.

## **DAMAGE TO PROPERTY**

The client/company shall be liable for any damages sustained to The Pen premises, furniture, equipment, or persons caused by the client / company and guests or any other person associated with event. Payment for damage to premises, furniture or persons will be compensated by the client / company within 15 days of damage occurrence.

## **RESPONSIBLE SERVICE OF ALCOHOL**

The Pen operates under a Tavern License, practices the responsible service of alcohol and has the following management policy that all events / client / companies must adhere to:

Management wishes to advise you that the following policies relate to these premises. We are a member of the Australian Hotel Association and promote the Responsible Serving of Alcohol at all times.

All patrons will be dealt with politely and courteously and we ask that you do the same for our staff.

Disorderly and drunken behaviour will not be tolerated; such behaviour contravenes our license and offenders will be asked to leave the premises.

**ALL PATRONS MUST PROVIDE ON DEMAND PHOTOGRAPHIC IDENTIFICATION OF THEIR AGE. MANAGEMENT RESERVES THE RIGHT TO REFUSE ENTRY.** (Current Australian drivers licence with photograph, current passport with a photograph, WA Proof of Age Card accepted).

## **JUVENILES**

We do not permit juveniles (anybody under the age of 18 years) who are not accompanied by or under the supervision of their parent, stepparent, spouse, legal guardian (as recognised by the courts) or other person in ‘loco parentis’ to the juvenile to patronise our premises. The law in respect of juveniles will be enforced at all times.

## **EVENT / GUEST BEHAVIOUR**

Events seen to be not adhering to the RSA policy will be cancelled at the manager’s discretion with no refund available. It is the events organisers responsibility to ensure that all guests of their event are behaving in a way that is in line with our RSA and behaviour rules and regulations.



*Let the Pen make your next  
event memorable.*